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PROCESSING THE DAILY REVENUE DEPOSIT (GEARS – OTC Processing of BUS Data)

NOTE: Daily work completed by 2:30 pm each day will be forwarded on to FMIS that same day. If Single Action Invoice is not completed by 2:30 pm, the work will be submitted the following day.

STEP 1: Process the Local Accounting Cash Drawer - The Local Accounting Cash

Drawer is the area of the system where your data is staged to be used for verification and approval as a prerequisite to it being processed in OTC Billing.

STEP 1.1 – Verify the Data from the BUS is Available

STAGING/BUS DATA APPROVAL PAGE - Use Local Acctg Cash Drawer (LACD) to search what is in the Staging (STG) Table and to confirm the register data was submitted successfully through the BUS.

NAVIGATION: Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

1. The **Process LACD** Run Control page will display.
 - a. Select a Run Control - Search if needed using the “Find an Existing Value” tab or create a new one by selecting the “Add a New Value” tab and enter a Run Control ID (e.g.: Daily)

NOTE: Spaces are not allowed in run control names.

Local Cash Drawer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive

Search

[Advanced Search](#)



2. The **Process LACD** page will display.
 - a. Enter your 2-digit **County** code (or select from the lookup list by clicking on the magnifying glass icon).
 - b. Click the **Update List** button to refresh the screen and display the data that was submitted to GEARS. Verify the data listed in the *Totals by Date* section for the Z-date(s) submitted.
 - c. Click the “View All” link to view multiple days of data if necessary.

Process LACD | MOP Totals

Run Control ID Daily | Report Manager | Process Monitor | Run

County 07 | Update List

Totals by Date

Zdate	District	Location	Line Amount	Process Selected Dates	Delete Selected Dates	Cash Treasury Code
1 10/25/2016	00	00	\$10826.25	<input type="checkbox"/>	<input type="checkbox"/>	

Save | Notify | Add | Update/Display

NOTE: Should duplicate data be displayed in the list this means the data was submitted multiple times to GEARS. One of the duplicates can be deleted by selecting the “Delete Selected Dates” check box then click the **Run** button to initiate the process of removing the data.

- d. Select the MOP Totals tab to verify the amount breakdown by method of payment.
REMEMBER: CASH and CHECK Totals include ALL types of money. (REVENUE, ESCROW, etc...)
- e. Verify against the BUS SUMMARY PAGE REPORT that all totals are correct. (Deposit Slip + Escrow = BUS/GEARS total).
 - i. If all looks good then – Your data made its way to GEARS successfully.

STEP 1.2 – Run QA Query – Verify the Data is Valid

QA (Quality Assurance) STEP: Run queries to verify the validity of all data awaiting approval.

1. Select the **New Window** link in the upper right corner of the screen.
This will open a new window so it can be used for your queries without disrupting your current LACD page, as you will be coming back to it to approve your data after verification that there are no problems with the data in the Staging area.



NAVIGATION: Main Menu > Reporting Tools > Query > Query Viewer

NOTE: Data will not be available for these queries after the LACD has been processed.

2. The [Query Viewer](#) search page will display.

a. Enter **AOC_STG** as your search criteria then click the **Search** button.

NOTE: Frequently used queries can be added to a favorites list by clicking the [Favorite](#) link next to the query you want to save.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Lookup References	Add to Favorites
AOC_STG_BAD_ACCT_CODES	ACCOUNT_CODES_NOT_IN_GEARs	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	Favorite	Favorite
AOC_STG_MOP_SUMMARY	SUMMARY OF RECEIPTS BY MOP	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	Favorite	Favorite

3. The following queries are used for review and verification of the BUS data before processing your daily work for the revenue deposit. This ensures there are no issues with charge codes and methods of payment.

a. Select the **AOC_STG_BAD_ACCT_CODES** query to check for any invalid account codes submitted to GEARS.

- Click the [HTML](#) link to view the query in a new window.
- Enter the **Zdate From** and **Zdate Thru** for the deposit.
- Enter the 2-digit **County** code.
- Click the **View Results** button.

ACCOUNT_CODES_NOT_IN_GEARs		2					
County	AOC_District	Location	Zdate	Cashier ID	MOP	Sum Line Amt	Count Trans Type
52	07	01	06/02/2013	RCS-273	CHECK	35.00	1
52	07	01	06/02/2013	RCS-3782	CASH	40.00	1

- If nothing displays, there are no invalid codes. If any codes display, STOP and contact the JIS Helpdesk to report the issue and **DO NOT continue until you have a response from someone on the GEARS Support Team.**



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NOTE: Codes that appear are not in GEARS, therefore the revenue will not appear on the FAR report.

- vi. Close the results window to return to the Query Viewer screen.
- b. Select the **AOC_STG_MOP_SUMMARY** query to see the day's work broken down by Method of Payment (MOP) to reconcile against the source system and BUS amounts.
 - i. Click the [HTML](#) link to view the query in a new window.
 - ii. Enter the **Zdate From** and **Zdate Thru** date range for the deposit
 - iii. Enter the 2-digit **County** code.
 - iv. Click the **View Results** button to review the method of payment breakdown.
 - v. Close the results window to return to and close the Query Viewer window.

Summary of Receipts by MOP						
MOP	Trans Type	County	AOC_District	Location	Zdate	Sum Line Amt
CCU	Billing and Payment	03	00	00	05/11/2016	4382.47
CASH	No action	03	00	00	05/11/2016	4419.78
CASH	Billing and Payment	03	00	00	05/11/2016	4778.50
CHECK	Billing and Payment	03	00	00	05/11/2016	138625.20
CREDIT	Billing and Payment	03	00	00	05/11/2016	1091.00

NOTE: **Trans Type** of: No action = ESCROW, Billing and Payment = REVENUE, CREDIT CARD, CCU or PNP Transactions.



STEP 1.3 – Process the LACD Data

This step processes the cash register receipt data to the GEARS Billing module.

NOTE: There is **not** a 1 to 1 relationship between transactions/receipts and Bills created. Multiple bills are created when multiple payment methods were used on the same receipt or if payments were made on multiple cases on a single receipt.

NAVIGATION: Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

1. The **Process LACD** Run Control page will display.
 - a. Select a Run Control - Search for the Run Control ID created in Step 1.1 above.
2. The **Process LACD** page will display.
 - a. Enter your 2-digit **County** code (or click the magnifying glass to select your county).
 - b. Click the **Update List** button to refresh the screen and display the data.
 - i. Verify the data listed in the *Totals by Date* section for the Z-date(s) submitted.
 - c. Click the “View All” link to view multiple days of data if necessary.
 - d. Return to the **Process LACD** tab.
 - e. Click the “Process Selected Dates” check box for the selected Z-date line.

NOTE: Only process one Z-date deposit at a time.
 - f. Enter the **Cash Treasury Code** – This is the 6-digit Treasury Code Number (TC#) for the selected Z-date deposit.
 - g. Click the **Save** button.
 - h. Click the **Run** button.

Process LACD | MOP Totals

Run Control ID: Daily | Report Manager | Process Monitor | **Run**

*County: 07 | Update List

Totals by Date

Zdate	District	Location	Line Amount	Process Selected	Delete Selected	Cash Treasury Code
1 10/25/2016	00	00	\$10826.25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	558888

Save | Notify | Add | Update/Display



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3. The [Process Scheduler Request](#) page will display.
 - a. Confirm the [AOC_BUS_PYMT](#) process name is selected the *Process List* section.
 - b. Click the **OK** button.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Post BUS Payments	AOC_BUS_PYMT	Application Engine	Web	TXT	Distribution

4. The [Process LACD](#) page will display.
 - a. A **Process Instance** number will display to show that processing has begun.
 - b. Click the [Process Monitor](#) link.

Zdate	District	Location	Line Amount	Process Selected Dates	Delete Selected Dates	Cash Treasury Code
1 10/25/2016	00	00	\$10826.25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	558688



5. The [Process List](#) page will display.
 - a. Review the process list to see the [AOC_BUS_PYMT](#) process status.
 - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 - c. If the Run Status = NO SUCCESS – **STOP!**
 - i. **Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.**
 - d. Click the [Details](#) link.

[Process List](#) [Server List](#)

View Process Request For

User ID Type Last 60 Days

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List							Personalize	Find	View All	First	1 of 1	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details			
<input type="checkbox"/>	1052840		Application Engine	AOC_BUS_PYMT	debbie.seipp	02/09/2017 3:14:25PM EST	Success	Posted	Details			

6. The [Process Detail](#) page will display.
 - a. Click the [Message Log](#) link to view the Interface ID to be used for Step 2 on page 10.

Message Log

Process

Instance: 1052840 Type: Application Engine
Name: AOC_BUS_PYMT Description: Post BUS Payments

Personalize Find View All				First	1-10 of 10	Last
Severity	Log Time	Message Text	Explain			
	3:17:29PM	Program AOC_BUS_PYMT Transaction Log Interface ID: 34652 Process Instance: 1052840	<input type="button" value="Explain"/>			
	3:17:29PM	*** Completed Transactions ***	<input type="button" value="Explain"/>			
	3:17:29PM	Record Count: 230 Total Amount: 10826.25	<input type="button" value="Explain"/>			
	3:17:29PM	*** Charge Code Error Transactions ***	<input type="button" value="Explain"/>			
	3:17:29PM	--- None Processed ---	<input type="button" value="Explain"/>			



STEP 1.4 – Confirm Data Was Processed

QA (Quality Assurance) Step:

1. Return to the [Process LACD](#) page by clicking on the [Go back to Process LACD](#) link at the bottom of the page.
 - a. Enter the **County** code
 - b. Click the **Update List** button.
 - i. If your Z-date is no longer listed on the page this means the data was processed and is ready for the next step.
NOTE: In our example below the Z-date 10/25/2016 no longer displays.
 - ii. If your Z-date remains on the page, repeat Step 1.3 to process the deposit.

Process LACD MOP Totals

Run Control ID Daily Report Manager Process Monitor Run

*County 07 Update List

Totals by Date

Zdate	District	Location	Line Amount	Process Selected Dates	Delete Selected Dates	Cash Treasury Code
1						

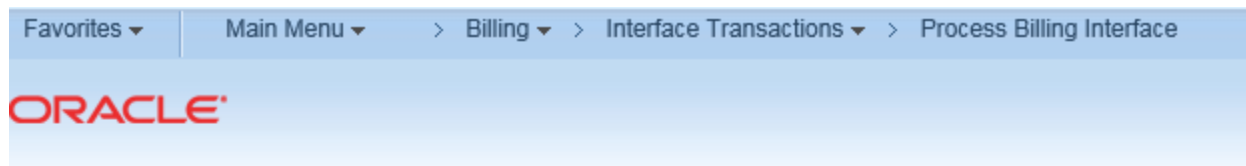
Save Return to Search Previous in List Next in List Notify Add Update/Display



STEP 2: Process the Billing Interface: Creation of Bills – This step allocates the revenue based on the accounting rules/system configuration settings to the proper PCA and Object codes.

NAVIGATION: Main Menu > Billing > Interface Transactions > Process Billing Interface

1. The **Process Billing Interface** page will display.
 - a. Select a Run Control – Search or create one (e.g., “Daily”) that you will use each day for this process.
 - b. Look up your Interface ID by using the Magnifying Glass icon to the right of the “From Interface ID:” field.
 - i. There should only be one Interface ID available to choose from. **If there is more than one ID, please STOP, call the helpdesk and submit a ticket.**
 - ii. Click the Interface ID to add it to the “From Interface ID” field.



Process Billing Interface

Run Control ID Daily

Report Manager

Process Monitor

Run

*From Interface ID 34652

To Interface ID 34652

- c. Click the **Save** button.
- d. Click the **Run** button.



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2. The [Process Scheduler Request](#) page will display.
 - a. Confirm the [AOC_BIIF0001](#) Process Name is listed and selected in the *Process List* section.
 - b. Click the **OK** button.

Process Scheduler Request

User ID debbie.seipp

Run Control ID Daily

Server Name

Run Date

Recurrence

Run Time

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Billing Interface	BIIF0001	Application Engine	Web	TXT	Distribution

OK

Cancel

3. The [Process Billing Interface](#) page will display.
 - a. A **Process Instance** number will display to show that processing has begun.
 - b. Click the [Process Monitor](#) link.

Process Billing Interface

Run Control ID Daily

Report Manager [Process Monitor](#) [Run](#)

*From Interface ID

Process Instance: 1052944

To Interface ID 34652

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display



4. The [Process List](#) page will display.
 - a. Review the process list to see the AOC_BIIF0001 process until its status of completion.
 - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 - i. If the Run Status = NO SUCCESS – **STOP!**
 - ii. **Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.**
 - c. Click the [Details](#) Link next to the Distribution Status to review the messages and logs associated with the results of the process.

Favorites ▾ Main Menu ▾ > Billing ▾ > Interface Transactions ▾ > Process Billing Interface > Process Monitor

ORACLE

Process List [Server List](#)

View Process Request For

User ID Type 60 Days

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1052944		Application Engine	BIIF0001	debbie.seipp	02/22/2017 4:56:44PM EST	Success	Posted	Details
<input type="checkbox"/>	1052840		Application Engine	AOC_BUS_PYMT	debbie.seipp	02/09/2017 3:14:25PM EST	Success	Posted	Details

Go back to [Process Billing Interface](#)

5. The [Process Detail](#) page will display.
 - a. Click the [Message Log](#) Link – **THIS IS AN IMPORTANT STEP.**

Process

Instance 1052944 Type Application Engine

Name BIIF0001 Description Billing Interface

Run Status Success Distribution Status Posted

Run

Run Control ID Daily

Location Server

Server PSNT3

Recurrence

Update Process

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☒ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On 02/22/2017 4:58:10PM EST

Run Anytime After 02/22/2017 4:56:44PM EST

Parameters

[Message Log](#)

Transfer

[View Locks](#)



6. The *Message Log* page will display.

NOTE: Write down the number of “New Bill Headers Created” as they will be needed further in the process.

- If there are **Transactions in Error**: **STOP! Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the problem.**
- Work with support staff to resolve any issues before moving on to the next set of processing steps.

Process

Instance: 1052944 **Type:** Application Engine
Name: BIIF0001 **Description:** Billing Interface

[Personalize](#) | [Find](#) | [View All](#) | | First **1-6 of 6** Last

Severity	Log Time	Message Text	Explain
10	4:58:50PM	BI Interface was started: 34652 To: 34652 Option: ALL	Explain
10	5:00:15PM	Transactions in Error: 0	Explain
10	5:00:15PM	New Bill Headers Created: 85	Explain
10	5:00:15PM	New Bill Lines Created: 460	Explain
	5:00:21PM	Published message with ID 4dec8d9b-f94a-11e6-b7f7-c4a5cf4e657a to create entry in folder GENERAL.	Explain
	5:00:21PM	Successfully posted generated files to the report repository	Explain

[Return](#)



STEP 3: Create the FAR Reports – This step is required to generate the FAR Reports for Revenue, Credit Cards, CCU, PNP, LNJ (Judgement Liens) and STARS (PG and Montgomery Circuit Courts only). MDEC Circuit Courts will also have Appeal Case FAR reports. These reports are used to verify all payment allocations. Run a FAR Report for each type of transaction you processed.

STEP 3.1 – Run the Revenue FAR Report

NAVIGATION: Main Menu > Billing > Interface Transactions > AOC All Fund Allocation Rpts

1. The **Aoc Run Bill Far** page will display.
 - a. Select a Run Control – Search for the run control you created previously.
NOTE: Once a Run Control is created, it will be there to use each day thereafter.
2. The **AOC Run FAR** Run Control page will display.
 - a. Enter Run Control parameters into all fields on this page.
 - i. **Report** type: Select from dropdown list: APL (Appeal Case), CCU, Credit Card, LNJ (Lien Adjustments, P&P (Parole and Probation), Revenue or STARS FAR.
 - ii. **Business Unit:** Enter your “JUD##” in both fields.
 - iii. **Run Date From:** and **Run Date To:** This is your Z-date.
 - iv. **Location:** and **To Location:** This is your county location sales person code.
 - b. Click the **Save** button.
 - c. Click the **Run** button.

AOC Run FAR

Run Control ID dailyReport ManagerProcess MonitorRun

Which Report?

*Report
Revenue FAR

Report Parameters

*Business UnitJUD07ToBusiness UnitJUD07
*Run Date From02/07/2017To02/07/2017
Location07-00-00To Location07-00-00

SaveNotifyAddUpdate/Display



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3. The [Process Scheduler Request](#) page will display.
 - a. Confirm the [AOCARR01](#) Process Name is listed and selected in the *Process List* section.
 - b. Click the **OK** button.

Process Scheduler Request Help

User ID **debbie.seipp** Run Control ID **daily**

Server Name [Dropdown] Run Date 02/23/2017 [Calendar Icon]

Recurrence [Dropdown] Run Time 4:37:08PM Reset to Current Date/Time

Time Zone [Dropdown] [Search Icon]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AOCARR01	AOCARR01	SQR Report	Web [Dropdown]	PDF [Dropdown]	Distribution

OK Cancel

4. The [AOC Run FAR](#) Run Control page will display.
 - a. A Process Instance number will display to show that processing has begun.
 - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
 - a. Review the *Process List* to see the AOCARR01 process Run Status equals Success.
 - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 - c. Click the [Details](#) Link next to the Distribution Status for the messages and logs.

Process List Server List

View Process Request For

User ID debbie.seipp [Search Icon] Type [Dropdown] Last [Dropdown] 6 Days [Dropdown] Refresh

Server [Dropdown] Name [Search Icon] Instance From [Dropdown] Instance To [Dropdown]

Run Status [Dropdown] Distribution Status [Dropdown] ☒ Save On Refresh

Process List Personalize | Find | View All | [Icon] | [Icon]

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1192877		SQR Report	AOCARR01	debbie.seipp	02/23/2017 4:37:08PM EST	Success	Posted	Details

Go back to [AOC Billing FAR Report](#)

Save Notify



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6. The **Process Detail** page will display.
 - a. Click the [View Log/Trace](#) link.
 - b. Select the PDF link to view the FAR.

NOTE: Review the totals on your FAR Reports to verify they are correct. If Billing Corrections are needed to adjust FAR report allocations they must be made prior to finalizing the Bills (Single Action Invoice process.). **To help resolve any issues, refer to the document “OTC – FAR Corrections in Billing Process”.**



Fund Allocation Report

Bank: 03 BOA Revenue
Control #: 062716
Business_unit: Baltimore County Circuit Court
Location: Baltimore County Circuit Court

Printed: 27-JUN-2016
Deposit Date: 11-MAY-2016

Verified By: _____

PCA	OBJECT	AMOUNT	DESCRIPTION
03010	5457	\$121.00	Notary Commissions
03010	5460	\$1,080.29	3% on Local Licenses
03010	5463	\$92.50	State Business Licenses
03010	5466	\$8,757.92	General Fund
03010	5469	\$10,587.19	Non-Resident Tax
03010	7536	\$2,841.00	Civil Cases
03010	7539	\$730.00	Criminal Cases
03030	6234	\$12,064.00	Imp. Fund Surcharge
03030	6235	\$187.00	Imp. Fund Copy Fee
03230	9593	\$2.50	Plats Filing Fees
03270	9588	\$35,335.39	Local Revenue - Receipts
03280	3765	\$210.00	Cig/Special Retailer
03290	9591	\$135.00	Sundry - Receipts
03320	7542	\$40.00	Criminal Injuries
03330	7521	\$45.00	Victims of Crime Fund
03350	7523	\$5.00	Victims & Witness Protect Fund
03360	3012	\$69,082.41	Transfer Tax
03370	7537	\$1,237.50	Maryland Legal Services
03390	7520	\$50.00	Forclosure Mediation
		\$142,603.70	Total Deposited



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Credit Card Fund Allocation Report

Bank: 03 BOA Revenue
Control #: 062716
Business_unit: Baltimore County Circuit Court
Location: Baltimore County Circuit Court

Printed: 27-JUN-2016
Deposit Date: 11-MAY-2016

Verified By: _____

PCA	OBJECT	AMOUNT	DESCRIPTION
03010	5457	\$22.00	Notary Commissions
03010	5460	\$2.40	3% on Local Licenses
03010	5466	\$210.00	General Fund
03010	7536	\$210.00	Civil Cases
03010	7539	\$80.00	Criminal Cases
03030	6234	\$112.00	Imp. Fund Surcharge
03270	9588	\$199.60	Local Revenue - Receipts
03320	7542	\$20.00	Criminal Injuries
03330	7521	\$22.50	Victims of Crime Fund
03350	7523	\$2.50	Victims & Witness Protect Fund
03370	7537	\$110.00	Maryland Legal Services
		\$991.00	Total Deposited



CCU Fund Allocation Report

Bank: 03 BOA Revenue
Control #: 062716
Business_unit: Baltimore County Circuit Court
Location: Baltimore County Circuit Court

Printed: 27-JUN-2016
Deposit Date: 11-MAY-2016

Verified By: _____

PCA	OBJECT	AMOUNT	DESCRIPTION
03010	5466	\$53.73	General Fund
03010	7536	\$1,050.20	Civil Cases
03010	7539	\$631.38	Criminal Cases
03270	9588	\$970.86	Local Revenue - Receipts
03320	7542	\$42.92	Criminal Injuries
03330	7521	\$45.00	Victims of Crime Fund
03350	7523	\$5.00	Victims & Witness Protect Fund
03370	7537	\$588.79	Maryland Legal Services
		\$3,387.88	Total Deposited

NOTE: See Appendix for instructions to return miss-directed payments and over payments to Central Collection Unit (CCU) and Parole and Probation (PNP).



STEP 3.2 – Data Verification – Run this query to verify the payment allocation amounts, find Revenue FAR Report errors and review detail data included on the Revenue FAR Report.

NAVIGATION: Main Menu> Reporting Tools> Query > Query Viewer

1. The **Query Viewer** page will display.
 - a. Enter “**AOC_CHARGE_ID_ALLOCATIONS**” in the “Search By” field.
 - b. Click the **Search** button.
 - c. Click the [HTML](#) link for the corresponding query.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search Advanced Search

Search Results

*Folder View

Query										Personalize Find View All	First 1 of 1 Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites		
AOC_CHARGE_ID_ALLOCATIONS	AOC Charge Item GL Breakdown	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	Favorite		

2. The **AOC_CHARGE_ID_ALLOCATIONS – AOC Charge Item GL Breakdown** query page will display.
 - a. Enter **Setid:** “JUD##”.
 - b. Enter **From Z Date:** the date the revenue was collected.
 - c. Enter **To Z Date:** the date the revenue was collected.
 - d. Click the **View Results** button to show (in a new window) all payment allocations sorted by Charge_ID.
 - e. Click the [View All](#) link to display all rows on screen or download data to an Excel Spreadsheet to be sorted, filtered and summed as needed. (See Appendix.)

AOC_CHARGE_ID_ALLOCATIONS - AOC Charge Item GL Breakdown

Business Unit

From Z Date

To Z Date

Account (Blank for all)

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (65 kb)

View All

	Unit	Z Date	Receipt No:	Invoice	Amount	Product	Account	Charge Code	Descr	Location	Case
1	JUD07	02/07/2017	07-2017-00000583	0009152125	80.00	07010	7536	ODY-1300	Filing Fee	07-00-00	C-07-FM-17-000095
2	JUD07	02/07/2017	07-2017-00000583	0009152125	55.00	07370	7537	ODY-1320	Maryland Legal Service Corp	07-00-00	C-07-FM-17-000095
3	JUD07	02/07/2017	07-2017-00000589	0009152126	50.00	07390	7520	ODY-1324	Foreclosure Req for Mediation	07-00-00	C-07-CV-16-000197
4	JUD07	02/07/2017	07-2017-00000580	0009152122	15.00	07010	7536	ODY-1328	Voluntary Dismissal	07-00-00	C-07-FM-16-000559



3. Repeat Step 3.4-1-2 for the following queries: Click the [HTML](#) link to show a list of all Payments
 - a. **AOC_BI_CREDIT_PYMTS**
 - b. **AOC_BI_PNP_PYMTS**
 - c. **AOC_BI_CCU_PYMTS**
 - d. **AOC_BI_STARS_PYMTS**
 - e. **AOC_BI_APL_PYMTS**
 - f. **AOC_BI_LNJ_PYMTS**
4. If there are any errors on the FAR, refer to the document, **“OTC – Making FAR Corrections”**.

STEP 4: Change Status of Bills Process – This step prepares the bills for finalization by changing their status from NEW to READY.

NAVIGATION: Main Menu > Billing > Maintain Bills > Change Status of Bills

1. The **Bill Status Change** page will display.
 - a. Select a Run Control – Search for the previously created Run Control (e.g., “Daily”), that you will use each day for this process.
2. The **Change Status of Bills** Run Control page will display.
 - a. Set the following run control parameters:
 - i. **From Status** = New
 - ii. **To Status** = Ready Bill
 - iii. **Range Selection** = Bill Source
 - iv. Enter the **Business Unit** = JUD##.
 - v. **Source** = REGISTER
 - b. Click the **Save** button.
 - c. Click the **Run** button.

Change Status of Bills

Run Control ID: daily
Language: English

Report Manager Process Monitor **Run**

From Status

<input checked="" type="checkbox"/> New	<input type="checkbox"/> Ready
<input type="checkbox"/> Hold	<input type="checkbox"/> Canceled
<input type="checkbox"/> Pending	

To Status

*New Bill Status: Ready Bill

☐ Include Consolidation Group

Business Unit: JUD07
Source: REGISTER

Range Selection

<input type="radio"/> All	<input type="radio"/> Invoice ID
<input type="radio"/> Bill Cycle	<input type="radio"/> Cust ID
<input type="radio"/> Date Bill Added	<input type="radio"/> Bill Type
<input type="radio"/> Range ID	<input checked="" type="radio"/> Bill Source
<input type="radio"/> Copy Group ID	

Save **Return to Search** **Notify** **Add** **Update**



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3. The [Process Scheduler Request](#) page will display.
 - a. Confirm the [BIIVCSTS](#) (Invoice Status Change) Process Name is selected.
 - b. Click the **OK** button.

Process Scheduler Request

User ID **debbie.seipp** Run Control ID **daily**

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Invoice Status Change	BIIVCSTS	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution

4. The [Change Status of Bills](#) Run Control page will display.
 - a. A Process Instance number will display to show that processing has begun.
 - b. Click the [Process Monitor](#) link.

Change Status of Bills

Run Control ID **daily** Language

Report Manager [Process Monitor](#)

Process Instance: 1192878

From Status

☒ New ☐ Ready
☐ Hold ☐ Canceled
☐ Pending

Range Selection

☐ All ☐ Invoice ID
☐ Bill Cycle ☐ Cust ID
☐ Date Bill Added ☐ Bill Type
☐ Range ID ☒ Bill Source
☐ Copy Group ID

To Status

*New Bill Status

☐ Include C

Business Unit

Source



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5. The [Process List](#) page will display.
 - a. Review the *Process List* to see the BIIVCSTS process status.
 - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 - c. Click the [Details](#) Link next to the Distribution Status to review the messages and logs associated with the results of the process.

[Process List](#) | [Server List](#)

View Process Request For

User ID: Type: Days
Server: Name: Instance From: Instance To:
Run Status: Distribution Status: ☒ Save On Refresh

Process List Personalize | Find | View All | First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1192878		SQR Report	BIIVCSTS	debbie.seipp	02/23/2017 5:32:53PM EST	Success	Posted	Details
<input type="checkbox"/>	1192877		SQR Report	AOCARR01	debbie.seipp	02/23/2017 4:37:08PM EST	Success	Posted	Details

[Go back to Bill Status Change](#)

6. The [Process Detail](#) page will display.
 - a. Click the [View Log/Trace](#) link.
 - b. Click the PDF link to view the Invoice Status Change Report.
 - i. All bills listed should have a status of “RDY”. Compare the total number of Bills on the PDF to the number listed on the Billing Interface Results page previously noted. The number of Bills should match the number of Bill Headers.

Report ID: BIIVCSTS

PeopleSoft BI
INVOICE STATUS CHANGE REPORT

Page No. 2
Run Date 04/09/2014
Run Time 19:56:49

Status	Unit	Invoice Number	Type	Bill-To Customer Name	Customer Number	Line	Level	Error Message	Payment Terms	GL	AR	Template
RDY		0001135267	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135268	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135269	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135270	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135271	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135272	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135273	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135274	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135275	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135276	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135277	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135278	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135279	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135280	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135281	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135282	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135283	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135284	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135285	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135286	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135287	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135288	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135289	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135290	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N

Range Option: BILL SOURCE
Bill Source Id: BBQISTER
Business Unit: JUD23
Total Number of bills updated: 70




STEP 5: Process the Single Action Invoice – This step finalizes the bills associated with the daily deposit and flags them to create an entry in the daily file sent to FMIS.

NOTE: All totals and bill corrections must be done before this step is completed!

NAVIGATION: Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

1. The **Single Action Invoice** page will display.
 - a. Select a Run Control – Search using the “Find an Existing Value” tab for the ID to be used each day for processing your daily deposit. (e.g., “Daily”).
2. The **Single Action Invoice** Run Control page will display.
 - a. Complete the following run control settings:
 - i. Select the **Invoice Date Option** of “Processing Date”.
 - ii. Select the **Posting Action** of “Batch Standard”.
 - iii. Select the **Range Selection** of “Bill Source”.
 - iv. Enter the **Business Unit**: “JUD##”.
 - v. Enter the **Source**: of “REGISTER”.

- b. Click the **Save** button.
 - c. Click the small “Bills to be Processed” icon  in the upper right corner of the page to confirm the number of Bills that are ready to be finalized.



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NOTE: the number should match the number of bill headers found in the Message Log of your Billing Interface process.

- i. Click the **Return** button to return to the *Single Action Invoice* run control page.
- ii. Click the **Run** button.

3. The *Process Scheduler Request* page will display.

Bills To Be Processed

Bills To Be Processed						
Personalize Find View All						
First 1-9 of 85 Last						
BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
JUD07	0008019070	RDY	JUD07	XMLPUB	X	Print Copy
JUD07	0008019071	RDY	JUD07	XMLPUB	X	Print Copy
JUD07	0008019072	RDY	JUD07	XMLPUB	X	Print Copy
JUD07	0008019073	RDY	JUD07	XMLPUB	X	Print Copy
JUD07	0008019074	RDY	JUD07	XMLPUB	X	Print Copy
JUD07	0008019075	RDY	JUD07	XMLPUB	X	Print Copy
JUD07	0008019076	RDY	JUD07	XMLPUB	X	Print Copy
JUD07	0008019077	RDY	JUD07	XMLPUB	X	Print Copy
JUD07	0008019078	RDY	JUD07	XMLPUB	X	Print Copy

Return

- a. Select the checkbox for the AOC_MAIN ([AOC Circuit & District Courts](#)) Process Name in the *Process List* section.
- b. Click the **OK** button.

Process Scheduler Request

User ID debbie.seipp		Run Control ID Daily				
Server Name	<input type="text"/>	Run Date	02/24/2017			
Recurrence	<input type="text"/>	Run Time	2:41:16PM			
Time Zone	<input type="text"/>					
Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	AOC Invoicing - GRANTS ONLY	AOC_GMBI	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution
				OK	Cancel	



4. The [Single Action Invoice](#) Run Control page will display.
 - a. A Process Instance number will display below the Run button indicating that the AOC_MAIN process has begun.
 - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
 - a. Review the *Process List* to see the [AOC_MAIN](#) process status.

[Process List](#) [Server List](#)

View Process Request For

User ID Type Last Days [Refresh](#)

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) First 1-3 of 3 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1052958		PSJob	AOC_MAIN	debbie.seipp	02/24/2017 2:41:16PM EST	Queued	N/A	Details
<input type="checkbox"/>	1052957		SQR Report	BIIVCSTS	debbie.seipp	02/24/2017 2:27:21PM EST	Success	Posted	Details
<input type="checkbox"/>	1052944		Application Engine	BIIF0001	debbie.seipp	02/22/2017 4:56:44PM EST	Success	Posted	Details

[Go back to Single Action Invoice](#)

[Save](#) [Notify](#)

- b. Click the [AOC_MAIN](#) process name link to see its sub-processes.
 - c. Click the **Refresh** button until the status of all sub-processes reads "SUCCESS".

Process Detail

Process Name **AOC_MAIN** [Refresh](#)

Main Job Instance 1052958

[Left](#) | [Right](#)

[1052958 - AOC_MAIN Success](#)

- [1052959 - BIIVC000 Success](#)
- [1052960 - BI_IVCEXT Success](#)
- [1052961 - BICURCNV Success](#)
- [1052962 - BIPRELD Success](#)
- [1052963 - BILDGL01 Success](#)
- [1052964 - BILDAR01 Success](#)

[Return](#)



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- i. Click the **BIIVC000** sub-process.
 1. Click the [Message Log](#) link – to review the number of Bills Processed. This number should match the number of bill headers you noted from the Billing Interface process.

Instance:	1052959	Type:	Application Engine
Name:	BIIVC000	Description:	Pre-process & Finalization

Personalize Find View All				First	1-6 of 6	Last
Severity	Log Time	Message Text	Explain			
10	2:45:35PM	85 bill(s) were selected for processing.	Explain			
10	2:45:36PM	0 bill(s) were found to contain error(s).	Explain			
10	2:45:36PM	85 bill(s) were processed successfully.	Explain			

- a. Click the **Return** button, then the **OK** button to return to the AOC_MAIN sub-process list on the [Process Detail](#) page.
-
- ii. Click the **BILDAR01** sub-process.
 1. Click the [View Log/Trace](#) link and select the PDF file to review the “Load to AR Pending Items” report.
 2. Confirm that all bills = \$0.00.

NOTE: All bills should = \$0.00 to prevent any of them from flowing into Accounts Receivable (AR).

Report ID: BILDAR01

PeopleSoft BI
LOAD AR PENDING ITEMS

Invoice	0002308475	is \$0.00 and was not sent to AR.
Invoice	0002308476	is \$0.00 and was not sent to AR.
Invoice	0002308477	is \$0.00 and was not sent to AR.
Invoice	0002308478	is \$0.00 and was not sent to AR.
Invoice	0002308479	is \$0.00 and was not sent to AR.
Invoice	0002308480	is \$0.00 and was not sent to AR.
Invoice	0002308481	is \$0.00 and was not sent to AR.
Invoice	0002308482	is \$0.00 and was not sent to AR.
Invoice	0002308483	is \$0.00 and was not sent to AR.
Invoice	0002308484	is \$0.00 and was not sent to AR.
Invoice	0002308485	is \$0.00 and was not sent to AR.
Invoice	0002308486	is \$0.00 and was not sent to AR.
Invoice	0002308487	is \$0.00 and was not sent to AR.
Invoice	0002308488	is \$0.00 and was not sent to AR.
Invoice	0002308489	is \$0.00 and was not sent to AR.

TOTAL # OF INVOICES PROCESSED:	0
TOTAL # OF AR ENTRIES GENERATED:	0

End of the Process for Creating a Revenue Deposit.